



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	9-26-2011
Subchapter:	1	Forms	
Issuance:	5.71b(S)	<b>CP&amp;P Form 5-71b(S), Educational Stability Parent Notification - Change in School Placement (Spanish)</b>	

Click [here](#) to view, complete, and/or print CP&P Form [5-71b\(S\)](#), Educational Stability Parent Notification (Spanish).

### WHEN TO USE IT

This letter informs Spanish speaking parents of children in resource family home care of their rights, based on N.J.S.A. 30:4C-26b, enacted September 9, 2010, regarding their children's school placement. The letter notifies the parent and the Law Guardian of any changes in the child's school placement. This notification stipulates the reason(s) the education placement decision is in the best interest of the child(ren).

Manual policy states that when placing a child in resource family care, including placement with a relative or kin, CP&P makes diligent efforts to allow the child to continue to attend his or her pre-placement school, unless remaining in the pre-placement school is not in the child's best interest. See [CP&P-VII-A-1-100](#)

### HOW TO USE IT

The form is completed by the Worker in consultation with his or her Supervisor. The form is then reviewed, approved, and signed by the Supervisor.

Prepare the form on Local Office letterhead. Once completed, send the letter to the parent(s) of a child(ren) placed in resource family homes with a copy to the child's Law Guardian, the Educational Liaison, and the Resource Family Support Worker.

**Note:** In order to close a placement, Workers must also complete the Educational Stability record in NJS. (This is done automatically when the English version of the form is completed in NJS.)

The Spanish language version of this form does not permit the Worker to "Enable Macros."

Complete the form as follows:

- Access CP&P Form [5-71b\(S\)](#) (two pages) using the on-line template in the computerized Forms Manual.
- Select the appropriate best interest factor(s) ("decision factors") - found as a bullet list at the bottom of page 1.
- Enter the specific information for each best interest factor in the appropriate text box. Make entries in Spanish.
- Delete all of the best interest factors which do not apply.
- Use the "Tab" key on the keyboard to complete the required text boxes.
- Enter the date of the resource home placement into the appropriate text box in paragraph two.
- Use the most expedient method for delivery of this letter. Use a secondary delivery method as well. Indicate the delivery methodologies at the bottom of page two by checking the appropriate boxes.

## **TIPS FOR COMPLETING THE FORM**

The date inserted for application to the Family Court (in paragraph three) must be within five (5) business days from the date the notice was sent.

## **DISTRIBUTION**

Original	-	Parent(s)
Copy	-	Law Guardian
Copy	-	Education Liaison
Copy	-	Resource Family Support Unit Worker
Copy	-	Child's case record